



Background

In the event of a fire or other emergency situation, it is essential that all students, staff and visitors in the school be evacuated quickly and in an orderly manner.

Procedures

1. The principal shall prepare a plan for the evacuation of the school in the event of a fire or other emergency situation.
2. The plan should include:
 - 2.1 Evacuation routes for each area of the school.
 - 2.2 Procedures to be followed by students and staff.
 - 2.3 The identification of responsibilities for staff members and students in order to carry out the plan.
 - 2.4 Measures that must be taken to ensure that everyone in the school has been successfully evacuated.
3. A copy of the evacuation plan shall be posted in each public area of the school and made available to the Maintenance Department.
4. Each school must hold a minimum of six fire drills over the course of the year. In order to obtain maximum benefit, the fire drills should be spaced out over the course of the year. A copy of the Schedule of Fire Drills shall be submitted to the Maintenance Department.
5. The principal shall maintain and make available to the Local School Board Committee, superintendent and/or fire inspector a written record of all fire drills showing: (Schedule of Fire Drills)
 - 5.1 Dates of fire drills.
 - 5.2 Evacuation times.
 - 5.3 Comments and recommendations.
 - 5.4 Identification of actions undertaken to correct any deficiencies or problem areas that were identified.